

Aaron Guckian
Chairman

Janine Burke-Wells
Executive Director



Scott Avedisian
Mayor

Warwick Sewer Authority

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BOARD MEETING MINUTES

Thursday, April 28, 2016, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

Board Members present:	Board members not present:
Gary Jarvis, Secretary	Aaron Guckian, Chairman
Peter Ginaitt	Steven E. Sylven, P.E.
Gary P. Marino	
	Guests:
Staff present:	Joseph Boccadoro, P.E., AECOM
Janine Burke-Wells, Executive Director	Greg Avenia, P.E., Garofalo & Associates
John Revens, Revens, Revens & St. Pierre	Peter Garvey, P.E., Dewberry
Scott Goodinson, Superintendent	Peter Calderazzo, P.E., Dewberry
William Miranda, Admin. Technical Assistant	Charlie Lombardi, Brown & Caldwell
Earl Bond, Lead Mechanic	
Donna Flynn, Billing Specialist	
Lynn F. Owens, Administrative Coordinator	

1. **Call to Order** At 5:38 p.m., Secretary Jarvis called this meeting to order.
2. **Pledge of Allegiance** Superintendent Goodinson led those in attendance in saluting the flag and stating the Pledge of Allegiance.
3. **Approval of Minutes**

- a. Approval of minutes of the regular meeting held March 31, 2016.

ACTION: Mr. Ginaitt moved approval of the minutes as submitted. Mr. Marino seconded the motion. Secretary Jarvis, Messrs. Ginaitt and Marino voted in favor of the motion. Motion approved.

4. AWT-Phosphorus Project

- a. Engineer's Progress Report: AECOM
DISCUSSION: Mr. Boccadoro reviewed the progress report with the Board.

**WARWICK SEWER AUTHORITY CONTRACT 91: PHOSPHORUS REMOVAL
UPGRADE/FLOOD CONTROL AND MITIGATION
MARCH/APRIL 2016 PROGRESS REPORT** (prepared April 22, 2016)

This Progress Report summarizes activity between March 25, 2016 and April 22, 2016 on Contract 91: Phosphorus Removal Upgrade/Flood Control & Mitigation Project, and provides a four week look ahead.

Construction Progress

- Overall, the project is approximately 95% complete;
- Continued construction administration services such as reviewing and processing RFIs, shop drawings, change order proposals and contractor applications for payment; including field observation and specialty staff site visits for Building Code compliance;
- Held Progress Meeting #22 on April 7th with Hart and WSA;
- Phosphorus Building, Levee and Other Work:
 - Phosphorus Building: installation of mechanical equipment and piping is complete. Piping has been tested. HVAC, instrumentation, plumbing, fire suppression and electrical work are nearing completion. Interior railings, grating and ladders and exterior doors are mostly complete. Started installation of interior stairs leading to lower level. Building cleanup and miscellaneous painting are ongoing. Exterior grading has been completed and preliminary pavement has been placed. Continued manufacturer's checkout and functional testing of process and ancillary equipment;
 - Utility Building: Completed concrete work and installed pumps; piping work is ongoing;
 - Center Clarifiers: Surface preparation and concrete repair work has started;
 - Levee Work: 12" drain concrete headwalls formed and poured; installed check valve on drain line.
- Incident: 3/5/16 and 3/6/16 - overtopping of alum storage tanks while filling with test water. Manufacturers and Hart have completed follow-up damage assessment. Replacement of damaged components and equipment is ongoing;
- Substantial completion: Hart has formally requested a two-month time extension to 6/30/16.

Four Week Look Ahead-Phosphorus Building and Other Work

- Continue interior work: Complete electrical, plumbing, HVAC, instrumentation and fire suppression work. Continue miscellaneous painting work. Complete manufacturer equipment checkout and functional testing. Start process optimization and performance testing. Exterior work: complete loam and seed and bioretention basin work;
- Utility Building: Complete piping work; continue electrical work;
- Center Clarifiers: Complete concrete repair on one clarifier; start work on second clarifier;
- Next progress meeting scheduled for May 5th.

Four Week Look Ahead-Levee

- Restore areas near headwalls; install ballast on drain manholes.

Mr. Ginaitt asked if WSA workers are allowed to contribute to the design of new systems and processes at WSA while they are being constructed. He stated WSA employees should be integrated into the project early on, as they are the ones that will be using the equipment.

Director Burke-Wells stated the key is to have our operators participate in the design process. She stated WSA did have a lot of input on this project; there should be more input.

Mr. Boccadoro reviewed the submitted photos with the Board.

- b. Change Order No. 31: Time Extension to June 30, 2016**
Hart Engineering Corporation: no cost change order

ACTION: Held from March 31, 2016 meeting.

Mr. Boccadoro stated AECOM thinks the time extension (61 days) is warranted. He stated the work may be completed at the end of May, but it is prudent to extend the contract through June.

Mr. Marino moved approval of this no cost time extension. Mr. Ginaitt seconded the motion. Secretary Jarvis, Messrs. Ginaitt and Marino voted in favor of the motion. Motion approved.

- c. AECOM Contract Addendum No. 5: RFQ #2010-48 Facilities Planning and Design of Treatment Plant Upgrades**
Possible additional construction-phase engineering services

DISCUSSION/ACTION: Held from March 31, 2016 meeting.

Mr. Boccadoro suggested this item be tabled to the next meeting. He stated AECOM will apply funds from unused items for project oversight over the next month.

Director Burke-Wells asked that this item be tabled to the May meeting. Mr. Marino moved to table this item to the May meeting. Mr. Ginaitt seconded the motion. Secretary Jarvis, Messrs. Ginaitt and Marino voted in favor of the motion. Motion approved; item tabled.

Director Burke-Wells suggested a tour of the new facility be arranged for the Board members (possibly the June meeting).

5. Levee Project

- a. Engineer's Progress Report: PARE Corporation**
DISCUSSION: No PARE representative present.

The following activities have occurred since the last report:

- ☐ *Pare continued coordinating with WSA and Hart relative to the work at Phase II.*
- ☐ *Provided Bid Documents for Phase III*
- ☐ *Presided over a mandatory Pre-bid Conference on April 11th*
- ☐ *Answered written questions and issued two addendums*
- ☐ *Attended Bid Opening on April 22nd where 5 bids were received:*

<i>Contractor</i>	<i>Bid</i>
<i>John Rocchio Corp</i>	<i>\$2,318,285</i>
<i>DiGregorio Inc</i>	<i>\$2,465,460</i>
<i>Hart Engineering Corp</i>	<i>\$2,791,000</i>
<i>E.T. & L. Corp</i>	<i>\$3,217,115</i>
<i>D'Ambra Const. Co, Inc.</i>	<i>\$3,444,350</i>

Two- Week Look Ahead

- ☐ ***Reportedly Phase II construction will commence early May, unless otherwise agreed upon by WSA, Hart and Pare.***
- ☐ ***Recommendation for Phase III award to be provided by Pare on or before April 28th***

No comments heard.

- b. Resolution to Obtain a Certificate of Approval for construction of levee improvements at the Warwick Wastewater Treatment Facility (Phase III) Contract 91A**

ACTION: Director Burke-Wells stated loan funding would apply if the cost of work goes over and above the grant funding. Mr. Marino moved approval of the resolution. Mr. Ginaitt seconded the motion. Secretary Jarvis, Messrs. Ginaitt and Marino voted in favor of the motion. Motion approved.

- c. Award of Contract: Construction of levee improvements at the Warwick Wastewater Treatment Facility (Phase III) Contract No. 91A**
Bids opened April 22, 2016. Due diligence being conducted.
DiGregorio Inc.: \$2,465,460.00

ACTION: Director Burke-Wells asked that this item be tabled to the May meeting to allow for additional due diligence. Mr. Ginaitt moved to table action on this item to the May 19th Board meeting. Mr. Marino seconded the motion. Secretary Jarvis, Messrs. Ginaitt and Marino voted in favor of the motion. Item tabled.

6. Operations Division

a. Superintendent's Report

DISCUSSION: Superintendent Goodinson submitted the following report for March 2016 activity at our advanced wastewater treatment facility:

PARAMETER	QUANTITY / INFLUENT	PERMIT LIMIT	QUANTITY/ RESULTS
Average daily flow	4.9 million gallons per day (MGD)	7.7 million gallons per day (design)	
Sludge removal	117 trucks (1,053,000 gals)		4.4% avg. solids (191 dry tons)
Average Total Suspended Solids (TSS)	Influent: 258 mg/l	30 mg/l maximum 85% removal minimum	3.4 mg/l 98.7% removal
Average Carbonaceous Biochemical Oxygen Demand (CBOD)	Influent: 209 mg/l	25 mg/l maximum 85% removal minimum	2.7 mg/l 98.7% removal
Average monthly phosphorus		1.0 mg/l	0.48 mg/l
Average monthly Total Nitrogen		(Winter- n/a)	7.8 mg/l
Fecal coliform		200 monthly geometric means 400 daily maximum	1.3 monthly average 4.0 daily maximum (measured in MPN/100ml)

Superintendent Goodinson pointed out that even though we are short staffed, we are still working safe, with 1,555 days without a lost work day due to injury. He reported that over the last few days we have been sending flow through the new phosphorus building and the numbers look good. He stated our lead operator and lead mechanic have been going through the building creating a punch list of items to be changed to make it more user friendly.

b. Purchase Authorization: Pump for Kilvert Street pump station Diversified Pump and Compressor: \$10,375.00

ACTION: Superintendent Goodinson stated we've replaced one pump at this station already; this request will replace the other old pump. He stated WSA staff will install the pump.

Mr. Ginaitt moved approval of the purchase. Mr. Marino seconded the motion. Secretary Jarvis, Messrs. Ginaitt and Marino voted in favor of the motion. Motion approved.

- c. Purchase Authorization: Pump for Warwick Avenue pump station
Grundfos Water Utility, Inc.: \$10,790.00

ACTION: Superintendent Goodinson stated this pump will replace the other older pump at the station (1st pump replaced a few years ago). He stated a rebuild of the pump is estimated to cost about \$6,000 which he was not recommending. He stated WSA staff will install the new pump.

Mr. Ginaitt moved approval of the purchase. Mr. Marino seconded the motion. Secretary Jarvis, Messrs. Ginaitt and Marino voted in favor of the motion. Motion approved.

Mr. Ginaitt asked about the replacement and placement of generators at the pumping stations. Superintendent Goodinson stated the location of the generators is highly dependent on the conditions at the station. Lead mechanic Earl Bond commented on the generator installations.

- d. Award of Bid #2017-5 Wastewater Treatment Chemicals
Various vendors (Term: 7/1/16-6/30/17, with option to extend)

ACTION: Superintendent Goodinson stated WSA went out to bid for three chemicals. Results of the bids were summarized on the spreadsheet (included with the recommendation memo). Superintendent Goodinson noted a substantial price reduction in several chemicals when compared to last fiscal year's unit prices (16% decrease in caustic soda will save WSA about \$30,000 over the year).

Mr. Marino moved approval of award of bids as recommended by WSA:

- Liquid Calcium Nitrate: Evoqua Water Technologies
- Liquid Sodium Hydroxide 50%: Univar
- Potassium Permanganate: Shannon Chemical

Mr. Ginaitt seconded the motion. Secretary Jarvis, Messrs. Ginaitt and Marino voted in favor of the motion. Motion approved.

7. Construction Division

- a. Governor Francis Phase III Contract 85B Sewer Project

- i. Gordon Archibald, Inc. progress report

DISCUSSION: No GRA representative present. Information from the submitted report:

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WSA Conference Room, 125 Arthur W. Devine Blvd., Warwick, RI

- *GRA is waiting for the title search reports for the pump station lots for the subdivision from the Owner's attorney. GRA has requested a copy of the title search and has also requested a meeting to discuss any findings. The title search is critical to preparing and proceeding with the subdivision process for the pump station.*
- *The soil boring access agreement letter has been signed by Alice Westervelt and the boring Contractor. The borings are scheduled for mid-May. GRA is coordinating brush clearing with the WSA to access the boring locations.*
- *The electrical and mechanical plans for the pump station have been completed. GRA is preparing the Order of Approval for submission to RIDEM.s*

Director Burke-Wells stated GRA is reviewing the title search report.

b. Bayside Contract 86A-2 Tidewater Interceptor/Lateral Pressure Sewers Design Phase

i. Gordon Archibald, Inc.: design progress report

DISCUSSION: No GRA representative present. Information from the submitted report:

- *The Design Workshop for the project was held on April 22, 2016. GRA prepared and distributed the agenda and handout materials for the workshop, and coordinated the presentation. A summary report of the workshop will be prepared.*
- *The design team continues coordination on a Memorandum of Agreement (MOA) with EPA, RIHPHC, WSA, and NITHPO. On March 31, 2106, a letter of intent was prepared by NITHPO to commit to reviewing and commenting on the draft MOA. The document requires signature of the WSA, RIHPHC, EPA, and the NITHPO.*

Director Burke-Wells thanked Mr. Marino for attending the all-day workshop. She stated that, based on that workshop, directional drilling is a feasible construction method and fairly comparable in terms of cost. She stated GRA will present a contract amendment at an upcoming meeting based on this new approach.

c. O'Donnell Hill Contract 69A Sewer Project

i. Garofalo & Associates progress report

DISCUSSION: Greg Avenia, P.E. submitted a progress report and project timeline. He stated Garofalo received the utility permit from RIDOT, and confirmed that the RIDEM order of approval is not required due to flow less than 30,000 gallons per day. He stated that Garofalo prepared a final cost estimate and schedule (provided to Board members). He stated the specifications are basically ready to go but that easements need to be worked out.

ii. Resolution to Obtain a Certificate of Approval for construction of the O'Donnell Hill (East Natick Phase III) Sewer Project, Contract 69A

ACTION: Mr. Marino moved approval of the resolution. Mr. Ginaitt seconded the motion. Secretary Jarvis, Messrs. Ginaitt and Marino voted in favor of the motion. Motion approved.

- iii. Change Order No. 2: Construction Administration and Inspection Services
Garofalo & Associates: \$108,080

ACTION: Mr. Avenia noted that the rates Garofalo had used on the original contract were 2008 rates. He stated their rates have changed slightly; they are standard and fair. Director Burke-Wells stated the rates are fair and comparable to those submitted for the WSA on-call engineering services bid.

Mr. Marino asked about the easements. Mr. Avenia discussed the options available for sewer line placement on private property for future access of the sewer line. Mr. Marino asked when a neighborhood meeting will be planned. Director Burke-Wells will speak with Councilman Gallucci on scheduling a meeting. Mr. Marino asked that WSA inquire about a Community Development Block Grant for project funding. Director Burke will contact program coordinator Kevin Sullivan. She recommended approval of this change order. Mr. Marino asked about paving and milling pricing. Mr. Avenia explained Garofalo's rationale in the all-inclusive pricing, as priced on past WSA contracts.

Mr. Marino moved approval of the change order. Mr. Ginaitt seconded the motion. Secretary Jarvis, Messrs. Ginaitt and Marino voted in favor of the motion. Motion approved.

8. Collection System Division

- a. Review of Organizational Study and CMOM Program Implementation Plan
Charlie Lombardi, Brown & Caldwell

DISCUSSION: Charlie Lombardi, under contract with Brown & Caldwell, was present to speak with the Board members about his organizational review of the WSA. Director Burke-Wells stated the Study document and CMOM Plan are in various states of completion, but Mr. Lombardi will share with the Board his review of WSA. She stated Mr. Lombardi is helping her with an organization review of how we utilize our resources, with the goal and plan to move from predominantly reactive maintenance to more proactive maintenance.

Mr. Lombardi stated he has been evaluating WSA's business practices, staffing levels, and staff utilization in a variety of areas. He stated he started with the CMOM (Capacity, Management, Operations & Maintenance) Program and looked at the EPA Administrative Order that

was issued in 2007. He stated initially the collection system was considered just the pipes but he included the pumping stations. He stated the self-assessment checklist (as originally submitted to the EPA) has been updated to reflect accurate data; an action plan has been created and is under review for final completion. Director Burke-Wells stated that draft document itemizes tasks, sets goals, assigns tasks to specific divisions and sets timelines. She stated she will share the document with the Board and City Administration once it has been fully reviewed by staff.

Mr. Lombardi stated he's interviewed staff and complimented Director Burke-Wells' leadership team which is behind this plan. He said he sat with each member of the leadership team and looked at staff utilization in each division. He produced a staff utilization sheet, quantifying the work done in the Operations Division (shared with the Board). Director Burke stated the analysis shows WSA needs 7 employees in the operations division to perform required daily tasks; WSA has only 6 employees in that division. She pointed out that does not include operating the new phosphorus building or preventative maintenance tasks the employees want to be doing.

Mr. Lombardi stated work is not being completed because you simply do not have enough people to do the work. He stated the maintenance division tasks require 7.5 full time employees; WSA has five mechanics. He estimates that currently 75-80% of WSA's maintenance work is reactive.

Mr. Ginaitt asked about utilizing the new vacuum truck for proactive sewer line maintenance. Mr. Lombardi stated WSA does not have the staffing level to clean sewer lines or pumping station wet wells on a regular basis. He stated presently outside sources are called in on an emergency basis (reactive) to clean the wet wells. Mr. Ginaitt expressed concern about current staffing levels and the maintenance commitment required to keep our fifty-year old collection system functioning properly.

Director Burke-Wells stated we've set a good goal of thoroughly evaluating twelve pumping stations per year. She suggested WSA prioritize and contract out for that work, as we do not have the staff to conduct the work in-house. She stated we are documenting trends in flows and staffing since our facility was opened as well as staffing levels versus sewer billing accounts, staffing levels versus miles of pipe, and staffing levels versus number of pump stations (graphs shared with the Board). She stated the process of quantifying the work in each division has been eye-opening. Mr. Lombardi stated he will also look at staffing levels versus mandated updates to the plant. He stated the business of the WSA has increased dramatically but the staffing levels have stayed the same.

Mr. Ginaitt encouraged moving forward this organizational study and CMOM Program implementation action plan to better staff WSA to continue to deliver good service to our customers.

Mr. Lombardi stated the preliminary organizational study called for the creation of eight new positions; the final report suggests twelve positions are needed. He said Director Burke-Wells has asked for four positions in the upcoming fiscal year's budget. Mr. Lombardi stated this is not a "sky is falling" report but a testimony to the great job that the WSA staff is doing to keep this place going. He stated this has been a great effort.

Mr. Ginaitt commented that he has been able to spend time with Mr. Lombardi and the staff, and echoed his comments. He stated he's witnessed some of the problems of our aging system and the need to dedicate necessary personnel to its maintenance. He encouraged the other Board members to tour the collection system and facility to see the dedication of staff and the need for additional personnel. He asked that Director Burke-Wells prepare a letter to go to the City Administration in support of the requested personnel requests.

Mr. Marino asked about man-hours for pump station checks. Mr. Lombardi and Mr. Bond responded on pump station checks and log book usage. Director Burke-Wells stated WSA has plans to automate this process using the asset management software and field tablets.

Superintendent Goodinson stated when he compared WSA staffing levels with other communities, the others have more staffing and less pump stations than WSA. Mr. Jarvis stated this analysis gives the Board a better vision as to what needs to be done. Mr. Ginaitt stated Mr. Lombardi is doing a phenomenal job looking at the entire operation of the WSA, including creating an emergency response plan.

9. Administrative Items

a. Set Date/Time of Public Hearing for FY2017 Budget Presentation

ACTION: Public hearing set for Thursday, May 12, 2016 at 5:30 p.m., Warwick Sewer Authority Conference Room.

b. Director's Report

- i. Financial Report: Up-to-date FY2016 budget numbers provided in Board member agenda packets.
- ii. Administrative Schedule: Director Burke stated she will be in Portland next week for a NEIWPCC conference.

Mr. Ginaitt thanked Director Burke-Wells for asking him to accompany Superintendent Goodinson at the NEWEA Fly-In to Washington, DC to speak with congressional representatives about necessary wastewater infrastructure funding (paid for by the Narragansett Water Pollution Control Association).

Director Burke-Wells reported that there's a sewer pipe under the East Avenue bridge over Routes 295 and 95 that has significant issues. She stated the line is being cleaned and televised but she expected additional work will be required. She stated she will provide a status report at the next meeting and that a contingency plan is in place should an emergency response be needed.

- c. Chairman's Report: No Chairman's report.

10. Consent Agenda – Correspondence

- a. WSA to City Council: March 2016 WSA Financial Report (4-1-16)
- b. WSA to RI Infrastructure Bank: 2017 Funding Request (4-1-16)
- c. WSA to City Council: Quarterly Report on WSA activity (4-11-16)

ACTION: Mr. Ginaitt moved to accept the items on the consent agenda. Mr. Marino seconded the motion. Secretary Jarvis, Messrs. Ginaitt and Marino voted in favor of the motion. Motion approved.

11. New Business

Introduction of new business to be docketed for an upcoming meeting or to be referred to the executive director or legal counsel for comment.

Mr. Ginaitt asked that the purchase of a radio communication system be researched, for the safety and accountability of WSA employees. He offered his assistance with this task.

Mr. Marino noted that sanitary wipes are also an issue with ragging at our pump stations. He stated they are not biodegradable. A public outreach effort on this issue was discussed.

12. Old Business

- a. Modifications to Septage Hauling Regulations
- b. Sewer Assessment Deferment Policy (6-27-13)
- c. Project management for sewer construction (7-24-14)
- d. East Natick I Pumping Station: Flood hardening project (5-28-15)
- e. WSA deduct meter policy for Kent County Water customers (2-25-16)

ACTION: Referring to Item 12.e. Director Burke-Wells asked that this item be removed from the Old Business listing, as the customers concerns have been addressed and satisfied.

13. PUBLIC COMMENT PERIOD No public comment heard.

14. Adjournment

Mr. Marino moved to adjourn. Mr. Ginaitt seconded the motion. Secretary Jarvis, Messrs. Ginaitt and Marino voted in favor of the motion. Motion approved.

At 7:05 p.m. this meeting ended.

Gary C. Jarvis, WSA Secretary

Date